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**PRECIOUS METALS RECOVERY PROGRAM  
(PMRP)**

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OPR: 10 ABW/LGLSQ (Mr. Buell)  
Supersedes AFMAN 23-110, Vol VI, Chap 4/  
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Certified by: 10 ABW/LGL (Mr. Terry Ven Roy)  
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AFMAN 23-110, Vol VI, Chapter 4, is supplemented as follows:

4.1. The Supply Program Manager (10 ABW/LGLSS) has the overall responsibility for the USAF Academy Precious Metal Recovery Program (PMRP). Metals covered in the PMRP include gold, silver, platinum, palladium, rhodium, osmium, iridium, and ruthenium. Organizations will ensure their personnel are aware of the requirement for recovering precious metals. All Academy organizations, including tenant units, must provide secure storage areas for all precious metals (for example: safes, filing cabinets, storage cabinets, or rooms that can be locked).

4.2.1. The Chief Inspector, Asset Management Flight (10 ABW/LGLSSDI), is appointed Precious Metal Recovery Program Manager for the USAF Academy and acts as the focal point for all matters concerning the PMRP.

4.2.15. (Added) The PMRP manager will ensure receipting, storing, reporting, shipping, and transferring of all precious metals are in compliance with referenced directives.

4.2.16. (Added) The PMRP manager will inspect each Academy organization that is generating precious metal-bearing residue twice a year, in March and September, and submit a report to the Supply Program Manager. The Precious Metals Recovery Program Checklist (attachment 1) will be used during this surveillance.

4.2.17. (Added) The PMRP manager will keep a jacket file accounting system for all precious metal recovery transactions.

4.2.18. (Added) The PMRP manager will assist in obtaining supplies and equipment necessary for issue to Academy organizations for collecting precious metals through the precious metals area representative (PMAR), as required.

4.2.19. (Added) The PMRP manager will keep a record of all precious metal monitors, harvesting officials, and witnessing officials.

4.2.20. (Added) The PMRP manager will provide secure storage for precious metals awaiting transfer to the local Defense Reutilization and Marketing Office (DRMO) (Fort Carson).

4.2.21. (Added) The PMRP manager will inventory all precious metal recovery containers (Passive Cell) on a semiannual basis with a log of serial numbers and locations.

4.2.22. (Added) The PMRP manager will process a daily listing of precious metal Item Records (AFA 117) with Precious Metal Indicator Code (Part One) and issues to organizations with precious metal content (Part Two). Organizations receiving material with Precious Metal Indicator Codes must store the items in accordance with PMRP directives and recover the contents within the limits of the PMRP, as indicated on the ISU/DOR documentation.

4.2.23. (Added) The PMRP manager will ensure that all Item Records in FSC 9660L series, residue recovery, have an Issue Exception Code (IEX) "U," and a Requisition Exception Code (REX) of "4."

4.2.24. (Added) The PMRP manager will review adjusted stock levels for Precious Metal Recovery Item Records bi-annually.

4.2.25. (Added) The PMRP manager will maintain a list of USAFA unit and organization PMRP monitors, the location of generating organizations, and the types of recovery equipment and precious metals generated.

4.3.4. (Added) All precious metal generating activities will:

4.3.4.1. Appoint unit precious metal monitor and provide name and telephone number, by memorandum, to the Inspection Section (10 ABW/LGLSSDI). The unit precious metals monitor will provide secure storage for all precious metals and maintain keys to the electrolysis units. Under no circumstances will any other individuals possess keys to the electrolysis units or the secure storage area where precious metals are stored.

4.3.4.2. Appoint, in writing, a unit harvesting official and witnessing official. Provide a copy of the appointment to the Base PMRP manager. Names and telephone numbers will be provided.

4.3.4.3. Ensure silver flake recovered in passive cells is turned in as directed by the Precious Metals Area Representative (PMAR).

4.3.4.4. Ensure all x-ray film and black and white photographic film are separated from the paper backing turned in to the Inspection Section.

4.3.4.5. Ensure any used items containing precious metal are turned in to the Inspection Section.

4.3.4.6. Maintain a self-inspection program in accordance with AFMAN 23-110, Vol VI., Chapter 4, to include aspects such as security requirements, testing of hypo fluids, and receipt, issue, and turn-in procedural requirements. A jacket file must be maintained.

4.3.4.7. Use AF Form 2005 (4 copies), Issue/Turn in Request, to turn in precious metal and precious metal-bearing scrap to Base Supply, or DD Form 1348-1, DOD Single Line Item Release/Receipt Document, for DRMO shipments.

4.3.4.8. Must have copy of AFMAN 23-110, Vol VI, Chapter 4 on hand.

4.3.4.9. Materials that contain any of the items listed below, must be collected and reported to the Base PMRP manager.

<b>Material</b>	<b>Stock Number</b>	<b>Unit of Issue</b>	<b>Freq of Turn-In</b>
Platinum	9660L0072317000	gm	150 gm/180 days

Gold Residue	9660L0072327000	lb	50 lb/180 days
Gold Dust	9660L0183417000	gm	50 gm/180 days
Film-X-Ray	9660L0072337000	lb	2000 lb/180 days
Silver Flake	9660L0072347000	gm	As directed by the PMAR
	(when passive cell is full)		
Film-Black & White	9660L0072357000	lb	2000 lb/180 days
Silver-Recovery	9660L0072367000	ea	2 ea/180 days
Electrode and Other	9660L0072387000	lb	500 lb/180 days
Silver Scrap			

4.14.2. (Added) Applies to USAFA Hospital Precious Metals Program Only.

4.14.2.1. The USAFA Hospital Precious Metals monitor, based on Statement of Work for Contracting Out, will:

4.14.2.2. Establish a continuity folder, maintaining a copy of a waiver memorandum from Defense Reutilization and Marketing Service (DRMS), which authorizes the Refinement and core replacement of silver recovery cartridges through contractor source.

4.14.2.3. Maintain a copy of Statement of Work (SOW) from the contractor and provide a copy to the Base PMRP manager which will be part of the semiannual review process.

4.14.2.4. Ensure that contractor provides an invoice for each cartridge core silver recovery which will stipulate weight of sludge removed. Provide a copy of each invoice, monthly or as received to the Base PMRP manager who will file it with the unit jacket folder under the Precious Metals Program. The cost of refinement and core replacement will also be included in the monthly invoice transaction.

4.14.2.5. Ensure secure storage is provided for all Precious Metals Recovery processes conducted by this organization.

4.14.2.6. Ensure that a local Operating Instruction is prepared and implemented for Precious Metals Recovery processed within the USAFA Hospital organization and specify procedures under the contractor program as waived by DRMS.

4.14.2.7. Scrap x-ray film will continue to be turned in to the Base PMRP Manager for disposal actions to DRMO.

**Attachment 1 (Added) THE PRECIOUS METAL RECOVERY PROGRAM CHECKLIST**

<b>ALL PURPOSE CHECKLIST</b>		<b>PAGE</b> 1 OF 2 <b>PAGES</b>		
<b>TITLE/SUBJECT/FUNCTIONAL AREA</b> PRECIOUS METALS RECOVERY PROGRAM CHECKLIST		<b>O P R L G L S S D I D A T E</b>		
<b>N O</b>	<b>ITEM</b> <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Does the Precious Metals Recovery Program (PMRP) manager ensure that each organization on the installation which is involved in the PMRP appoints a PMRP monitor and an alternate (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.5).			
2.	Does the PMRP manager ensure activities receiving, issuing, and using fine precious metals and items having a high content of precious metals have appointed an individual(s) in writing to receipt for and issue precious metals? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.6).			
3.	Do all activities involved in the PMRP maintain a current copy of AFMAN 23-110, Vol 6, Chap 4, and Supplement 1? * There is no exception to this requirement. (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.2).			
4.	Does the PMRP manager maintain a list of the organizations PMRP monitors/alternates name, phone number, location, and as applicable, type of recovery equipment, kind of precious metals scrap generated and the kind of fine precious metals and high precious metals content items used? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.3).			

5.	Does the using/generating activity keep records for use of fine precious metals and turn in of fine precious metals, scrap, and end items? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.4)			
6.	Are records periodically reviewed/audited by the PMRP manager? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.4).			
7.	Does the PMRP manager ensure that each activity having electrolytic recovery unit(s) and/or silver recovery cartridge(s), have appointed an individual to harvest the silver flake and sludge from the electrolytic unit and/or change cartridges? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.7).			
8.	Does the PMRP manager ensure that a disinterested party (one who does not operate the equipment and harvest the silver) witnesses the harvesting and also weighs the flake and/or sludge or the cartridge and signs the turn-in document (AF Form 2005) as being accurate? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.7).			
9.	Does the PMRP manager ensure each activity involved in the PMRP initiates and maintains a self-inspection program to include, as a minimum, periodic testing of hypo solution draining from electrolytic/cartridge units to ensure they are operating properly? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.8).			
10.	Does the PMRP manager notify each participating activity of pending semi-annual visit (March and September) for review of operations, documents, and adherence to overall program requirements? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.9).			

N O	ITEM	Yes	No	N/A
	<i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>			
1.	Does the PMRP manager conduct program management training for activity monitors on a periodic or as required basis? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.9, and Supplement 1).			

1 2.	Does the PMRP manager prepare and maintain a report of all findings of semi-annual review of operations, documents and program requirements? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.9).			
1 3.	Does the PMRP manager notify the Precious Metal Area Representative (PMAR) of any requirements for precious metals recovery equipment and supplies that are furnished by Defense Logistics Agency (DLA)? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.12).			
1 4.	Does the PMRP manager ensure activities receiving, issuing, handling, and using fine precious metals and high content precious metals bearing items with controlled item code "R" maintain appropriate auditable records and that records and quantities of materiel on hand are audited by disinterested personnel not involved in the use of precious metals? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.14).			
1 5.	Does the PMRP manager ensure auditable records and quantities of materiel on hand are reviewed semi-annually during scheduled visits? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.2.14).			
1 6.	Does the using activity maintain a jacket file accountability of precious metal recovery equipment? (Reference: AFMAN 23-110, Vol 6, Chap 4, Para 4.8.3).			
<b>The following applies to 10 MDG only:</b>				
1 7.	Does 10 MDG PMRP Monitor maintain a copy of monthly work statements provided by refining contractor for the amount of silver flake or the number of canisters the contractor received for the previous month? (Reference: 10 MDGI 41-5, Section 1.1.2).			
1 8.	Does 10 MDG PMRP Monitor forward copy of monthly work statement to the PMRP Manager when received from refining contractor? (Reference: AFMAN 23-110, Vol 6, Chap 4, USAFA Supplement 1, Paragraph 4.3.3.1.11).			
1 9.	Does the PMRP Manager screen monthly work statement received from 10 MDG against 10 MDG jacket file to determine accuracy of amount of silver refined based on current market price? (See Hospital Precious Metal Recovery Contract). (Reference: 10 MDGI 41-5, Section 1.1.2).			


AF FORM 2519, NOV 91 (EF) (REVERSE)

DENNIS R. DILLINGER Chief of Logistics